



School-Based ACCESS Program Spring 2021 Newsletter

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As we look to close the 2020-2021 School Year, the Pennsylvania Department of Human Services (DHS), Pennsylvania Department of Education (PDE), Public Consulting Group (PCG) and Sivic Solutions Group (SSG) would like to share with and remind you of the following information regarding the Pennsylvania School-Based ACCESS Program (SBAP).

1. Completion of the FY 2019-2020 Cost Reconciliation

LEAs were notified on June 3, 2021 that their FY 2019-2020 cost settlements were calculated, noting the amount due to or from the LEA. The final step of the cost reconciliation process is to submit the Certification of Public Expenditures (CPE) form by the deadline of June 22, 2021. Cost settlement payments or withdrawals to be made to or from the LEA FAI accounts are anticipated to be transacted in July 2020. Email notices from SSG will advise the LEAs of a more specific timeframe.

Remember to maintain all supporting documentation related to your LEA's reported cost data.

All questions regarding the FY 2019-2020 cost reconciliation process should be directed to SSG's Help Desk at (877) 916-3222 or Pasupport@sivicsolutionsgroup.com.

2. Random Moment Time Study (RMTS)

RMTS Participation

Please make sure your staff are answering moments before they depart for the summer! This includes answering all RMTS follow-up questions, if received.

Each participating LEA is required to take part in the RMTS with a goal of a 100% response rate for each of the two cost pools, Direct Service and Administrative Support. DHS may issue warning letters to LEAs who are not meeting individual compliance of 85%. LEAs in default over multiple quarters may not be able to continue participation in the SBAP.

Thank you for your continued commitment to the SBAP to answer moments during the Public Health Emergency.

Reminder that the July to September quarter is inactive, therefore no moments are issued.

3. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the below quarters will be collected in the next few weeks:

- ✓ **October – December 2020**
- ✓ **January – March 2021**

Cost Reporting Reminders:

- LEAs must receive direct service claiming reimbursement to receive and retain MAC reimbursement within the same fiscal year.
- **Always report 100% of what was paid to employees** listed in the claiming system for the quarter you are reporting for.
- **Report any Federal dollars used to offset the cost of the employees in the Federal Offset section.** The amounts that are included in the Federal Offset section will be deducted from the total costs as these Federal dollars are not an allowable cost to the LEA.
- Quarterly costs for MAC are reported on a **cash basis**.

MAC Reimbursement:

- **April - June 2021** quarter cost reporting certification will be due **July 30, 2021**.
- Failure to submit a signed copy of the CPE before the **10-business day deadline** will result in the claim **not** being included in that quarter's payment submission. If a signed copy is received by PCG after the deadline, payment will be delayed until the next quarter's payment submission within the fiscal year deadline.
- *Quarterly MAC payments are now directly deposited into the bank account identified by your LEA. If no bank account is identified, a paper check will be sent.*
- **If you have not added/updated your bank information or have any questions, please contact:** Payable Services Call Center at 877-435-7363 (option 1).
 - ✓ [Add a New Bank Account](#)
 - ✓ [Change Existing Bank Account Details](#)

4. Direct Service Reimbursement and Telemedicine

1. Medical Practitioner Authorization Updates during the Public Health Emergency:

NEW! Medical Practitioner Authorization Update (**05/17/2021**): [Practitioner Prescription and Medical Provider Authorization Form \(MPAF\) Updates in the School-Based ACCESS Program \(SBAP\)](#). IMPORTANT!! Extensions related to the MPAF are ending on June 30. This update explains what steps you need to take to be in compliance to be eligible for reimbursement by the start of the 2021-2022 school year.

2. Telemedicine Use within the SBAP:

Allowable use of Telemedicine within the SBAP is outlined in the 12/23/2020 communication: [Providing Direct Services via Telemedicine in the School-Based ACCESS Program During the 2020-2021 School Year](#).

DHS wants to hear from YOU about the use of telemedicine within the SBAP over the past year. In the next few weeks, look for a message from the DHS SBAP Resource Account that will include a SurveyMonkey link. Please respond to the survey and forward the survey link to any direct service providers in your LEA to help us gather information related to telemedicine usage and service delivery throughout the national public health emergency.

3. EasyTrac Enhancements:

In addition to the [EasyTrac Enhancements Available August 3rd, 2020](#), the **EasyTrac Exception Dashboard** was made available April 19, 2021. It provides:

- Color-tiled dashboard that gives you real-time information and identifies key areas impacting services from being submitted for reimbursement. Specifically:
 - Missing IEPs
 - Missing Parental Consents
- Direct access to your data in an easy-to-read format.
- Ability to fix errors with the click of a button.
- View missing compliance data by school, service, or provider.

The following resources are available to support these new enhancements: [EasyTrac Exception Dashboard Instructions](#)

4. NEW Service Provider Paper Logs for FY 2021-2022 COMING SOON; [FY 2020-2021 Updates to SBAP Service Logging](#)

Service Provider Paper Logs for the 2021-2022 school year will be available on PCG's Document Library in the next few weeks. LEAs participating in the SBAP must use the most recent Paper Logs for the FY 2021-2022 when entering or importing dates of service on or after **7/1/21**. **Please note that the logs will continue to require providers to identify when a service was provided face-to-face or via telemedicine when permitted.**

5. Logging Date of Service for Timely Filing:

Due to MA timely filing limits of 180 calendar days from the date of service, LEAs could miss reimbursement opportunities if services are not entered timely. *Best practice for LEAs is to enter all direct and specialized transportation services into EasyTrac no more than 120 days from the date of service to allow time for processing. It is recommended to enter service logs into EasyTrac by the 15th of each month.*

5. SAVE THE DATE – Annual SBAP Statewide Training

The FY2021-2022 Statewide Training Session is being scheduled! Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

- **September 28: 9:00am – 4:00pm**

Save the date on your calendars...registration information will be shared in the coming months. Training will be offered in the same format as last year, and DHS and PDE are working together to provide an informative and effective online training experience.

6. Commitment to Compliance

Section 6401 of the Affordable Care Act (ACA) established the requirement for Medicare and Medicaid to revalidate enrollment information at least every five (5) years for all enrolled providers, regardless of provider type, under new enrollment screening criteria.

Section 2 of the [SBAP Handbook](#) outlines the enrollment process, including revalidation. Please remember that only paper applications may be used for Provider Type 35.

Reminder to each provider that:

1. LEAs with multiple locations must revalidate all locations or close any that are no longer active.
2. You will NOT receive reimbursement if you are not enrolled/revalidated.
3. Reimbursement cannot be received retroactively.

The revalidation process can take at least 45 days. Please submit your revalidations application 60 days before your validation date.

7. LEA Agreement to Participate FY2021-2022

LEAs planning to participate in the SBAP for the upcoming school year must sign and return the annual agreement for FY 2021-2022. LEA Agreements to Participate will be emailed in the next few weeks.

8. New to SBAP? Check out SBAP 101

In addition to the information below, LEAs are encouraged to review the LEA Participation Flowchart (Appendix D) in the [SBAP Handbook](#) .

These resources will provide you with the necessary documents to get up and running:

- If you are new to the School-Based ACCESS Program or know someone who is, please refer them to the "[SBAP 101](#)" section of PCG's SBAP website.
- [New or Returning to the SBAP Guide](#)
- *New to SBAP or need a refresher? Various Training Webinars are available throughout the week. You can sign up [HERE](#)*

9. LEA Contact Information – Update Your Forms!

To ensure receipt of SBAP updates and communications, please remember to update your LEA's contact information using the [School-Based ACCESS Program Contact Information Form](#) and return it to RA-PWSBAP@pa.gov as information changes or new people join your team!

Questions? Contact the SBAP Vendors!

PCG Help Desk: 1-866-912-2976 or SBAPSupport@pcgus.com

*Support for RMTS, MAC and Direct Services/Special Transportation Claiming

SSG Help Desk: 1-877-916-3222 or PAsupport@sivicsolutionsgroup.com

*Support for Cost Settlement/Cost Reconciliation and Interim Rate Adjustments